



# CITY OF HOUSTON

## Job Posting

1

2

3

4

5

6

7

8

Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

DIVISION MANAGER

PN# 109167

PARKS AND RECREATION

MANAGEMENT & FINANCE

FINANCIAL SERVICES

2999 SO. WAYSIDE

M-F 8:00 A.M. TO 5:00 P.M.\*

\*Subject to change

9

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

This individual will oversee, direct, and manage the following sections/functions: 1) Accounts payable, CIP, grant and bond fund accounting, Revenue, Fixed assets, Budget, and Payroll. This individual will be responsible for interfacing extensively with the Controller’s Office, Information Technology Department, and the Finance and Administration Department as the City of Houston implements a new financial system (SAP). This individual will report directly to the Deputy Director of the Management and Finance Division and assist the Deputy Director with special projects.

The ability to complete projects timely, to ensure that all reports and work products are accurate, is essential. This is an exempt position that requires considerable overtime

10

WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

11

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Business Administration, Accounting, Engineering or a closely related field.

12

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master’s degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

13

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14

PREFERENCES

Preference will be given to applicants who have extensive experience in SAP-Financial and Human Resources.

15

SELECTION/SKILLS TESTS REQUIRED

None

16

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 29

\$1,885- \$2, 577 Biweekly \$49,010 - \$71, 682 Annually

18

OPENING DATE

March 1, 2006

19

CLOSING DATE

Open Until Filled

20

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 884-3911.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer